

**St. Cecilia Parish
Facilities Committee
Meeting Minutes**

Date: May 10, 2018

Time: 7:00 PM

Location: Parish Office

Attendees: Jeff Witt, Jeremy Hess, Mark Hanson

Agenda Items:

1. Opening Prayer
2. Old Business
 - a. **Ed Center Restrooms** – All material selections are completed, work set to start on June 4th.
 - b. **Power factor correction** – The capacitor unit has been received, mounted and piped. Jeff will contact Jaspering about scheduling the power outage to install. At this point work needs to wait till school is out.
 - c. **Rectory Landscaping/grading** – Contract in place with Hawcott. Work to be scheduled
 - d. **Solar Power** – No change
 - e. **Faith Formation Space Needs** – No change
 - f. **Ed Center HVAC Issues** – Siemens has been onsite to inventory our system. Jeff expects to meet with them later in May to discuss their recommendations and develop a plan to bring back to the committee.
 - g. **Library Relocation** – Plans are in place, the move is scheduled for June 9th. We need lots of help to move boxes.
 - h.
3. New Business - None
4. Facilities Update
 - a. Jeremy reported they are looking to hire a full time custodian to help with the needs, are not keeping up currently
 - b. The Parish has hired a new business manager. He has a contract commitment till June 30th so will be in and out till then. Char is hanging around through May to help with the transition. The staff will be meeting the new business manager next week.
 - c. Jeremy reported that they have 8 candidates for the Principal position

- d. The garage door and opener have been replaced at the Rectory
- e. Jeremy reported that one of the light fixtures in the Ed Center office fell, we are very lucky no one was hurt. Jeremy will be replacing all the fixtures with new LED fixtures
- f. Converse has been on site and completed all the spring preventive maintenance tasks

5. Church remodel

- a. Mark shared that a kickoff meeting was held on May 9th. The committee is just getting organized, so no specific plans or scheduled have been developed.

6. Next meeting – The next meeting is scheduled for June 13, 2018 in the Parish Office.